

VENUES

Singapore Chinese Cultural Centre





ABOUT US

The Singapore Chinese Cultural Centre (SCCC) aims to nurture and promote Singapore Chinese culture, and to foster mutual understanding among all ethnic communities of our multi-cultural heritage.

Opened by our Patron, Prime Minister Lee Hsien Loong on 19 May 2017, SCCC strives to become a hub for high-quality performances, exhibitions and cultural activities, and a lively and interactive platform for all ethnic communities to gather and interact with one another. New immigrants may also acquaint themselves with our local Chinese traditions and customs.

The Centre aspires to be a community institution for everyone to participate in and appreciate our distinctive Singapore Chinese culture, and to establish itself as a cultural landmark locally as well as in the region.

Vision

A vibrant Singapore Chinese culture, rooted in a cohesive, multi-racial society.

Mission

Nurture Singapore Chinese culture and enhance social harmony.

VENUE HIRE PROCESS

- Please make an enquiry with Venue Management at 6812 7222 or via email at venue-management@singaporeccc.org.sg. Alternatively, you may download a copy of our venue kit from SCCC website (www.singaporeccc.org.sg).
- Complete the Venue Hire Request Form (available for download at SCCC website) and email back to us at venue-management@singaporeccc.org.sg no less than 60 days from event date.
- SCCC will respond to venue hire requests within 21 days.
- Upon approval, a Letter of Acceptance (LOA) with costs estimate and Terms and Conditions will be issued to Hirer. The signed and stamped Terms and Conditions (signed on every page), together with the deposit payment, shall be returned to SCCC by the due date stated on the LOA.

At least **30 days** before bump-in date, please submit the following, where applicable:

1. All marketing collaterals and ticket samples to SCCC for vetting and approval
2. Public Liability Insurance
3. Technical rider
4. Event layout plan / seating plan
5. Production schedule
6. Event Programme
7. Front-of-House checklist
8. Public Entertainment License (PELU) – Singapore Police Force
9. Arts Entertainment License – Infocomm Media Development Authority (IMDA)
10. Copyright Music Permit – Composers and Authors Society of Singapore Pte Ltd (COMPASS)

At least **14 days** before bump-in date, please submit the following:

1. Contractors' particulars list
2. Vehicles list (contractors and VIPs)
3. Risk Assessment Forms

Rack Rates

Concessionary rates[^] available for Non-Profit Arts & Cultural Groups.
For more details, please email to venue-management@singaporeccc.org.sg

Venue	Package	4 hours block	Additional hour or part thereof
Concourse <i>(Page 3)</i> Area: 1,000 m ² Capacity: 500 pax	Event Bump-in & Bump-out / Setup / Rehearsal / Teardown	\$500.00 \$200.00	\$150.00 \$50.00
Gallery <i>(Page 4)</i> Area: 450 m ² Capacity: 200 pax	Event Bump-in & Bump-out / Setup / Rehearsal / Teardown	\$500.00 \$200.00	\$150.00 \$50.00
Recital Studio <i>(Page 5)</i> Area: 280 m ² Capacity: 150 pax	Event Bump-in & Bump-out / Setup / Rehearsal / Teardown	\$500.00 \$200.00	\$150.00 \$50.00
Resource Centre <i>(Page 6)</i> Area: 200 m ² Capacity: 100 pax	Event	\$250.00	\$65.00
Multi-Purpose Hall <i>(Page 7)</i> Area: 1,680 m ² Capacity: 600 pax (Banquet) 600 pax (Theatre) 300 pax (Classroom)	Event Bump-in & Bump-out / Setup / Rehearsal / Teardown Dark Day	\$2,100.00 \$900.00 \$900.00 (per day)	\$550.00 \$250.00 --

Venue	Package	4 hours block	Additional hour or part thereof
Auditorium <i>(Page 8)</i> Area: 1,850 m ² Capacity: 533 pax	Event Bump-in & Bump-out / Setup / Rehearsal / Teardown Dark Day	\$2,500.00 \$1,500.00 \$1,500.00 (per day)	\$650.00 \$400.00 --
VIP Lounge <i>(Page 9)</i> Area: 80 m ² Capacity: 20 pax	Event	\$150.00	\$50.00
Practice Room <i>(Page 10)</i> Area: 87 m ² Capacity: 20 pax	Event	\$250.00	\$75.00
Board Room <i>(Page 11)</i> Area: 140 m ² Capacity: 50 pax	Event	\$250.00	\$75.00
Roof Garden <i>(Page 12)</i> Area: 2,000 m ² Capacity: 480 pax	Event Bump-in & Bump-out / Setup / Rehearsal / Teardown	\$750.00 \$300.00	\$250.00 \$75.00

[^] Not applicable on Fridays, Saturdays, Public Holidays and eve of Public Holidays.

Notes

1. All rates are subject to 7% GST.
2. Rental hours are from 0800hrs to 2300hrs.
3. Minimum of one Bump-in & Bump-out / Setup / Rehearsal / Teardown block and one Event block per booking.
4. All venue hire requests should be made at least 60 days before the event.
5. Requests submitted are subject to availability and approval by SCCC.
6. Any form of publicity in respect of the Venue, including ticket sales, must not be carried out without a signed contract with SCCC.
7. SCCC reserves the right to amend the above rates without prior notice.

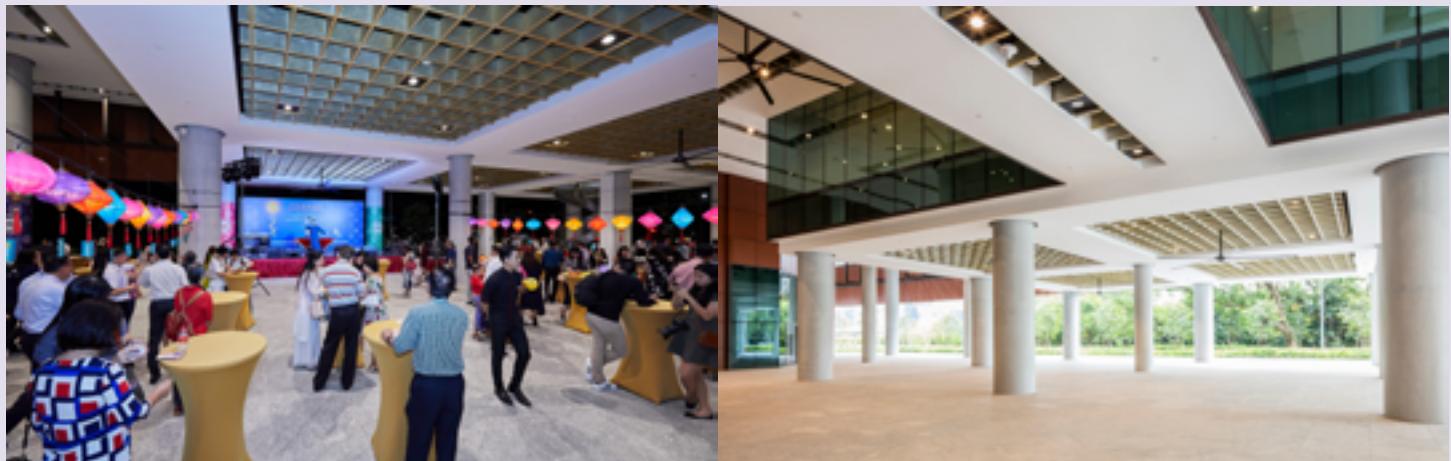
Venue hire enquiries

Tel: 6812 7222

Email: venue-management@singaporeccc.org.sg

Ho Bee Concourse, Ground Level

和美广场，地面层



Area: 1,000 m²

Capacity: 500 pax

Package	4 hours block	Additional hour or part thereof
Event	\$500.00	\$150.00
Bump-in & Bump-out / Setup / Rehearsal / Teardown	\$200.00	\$50.00

Inclusive items:

- 1 technician
- Up to 200 plastic chairs
- 1 registration table with 2 chairs
- Cleaning service
- Security service

Additional optional items

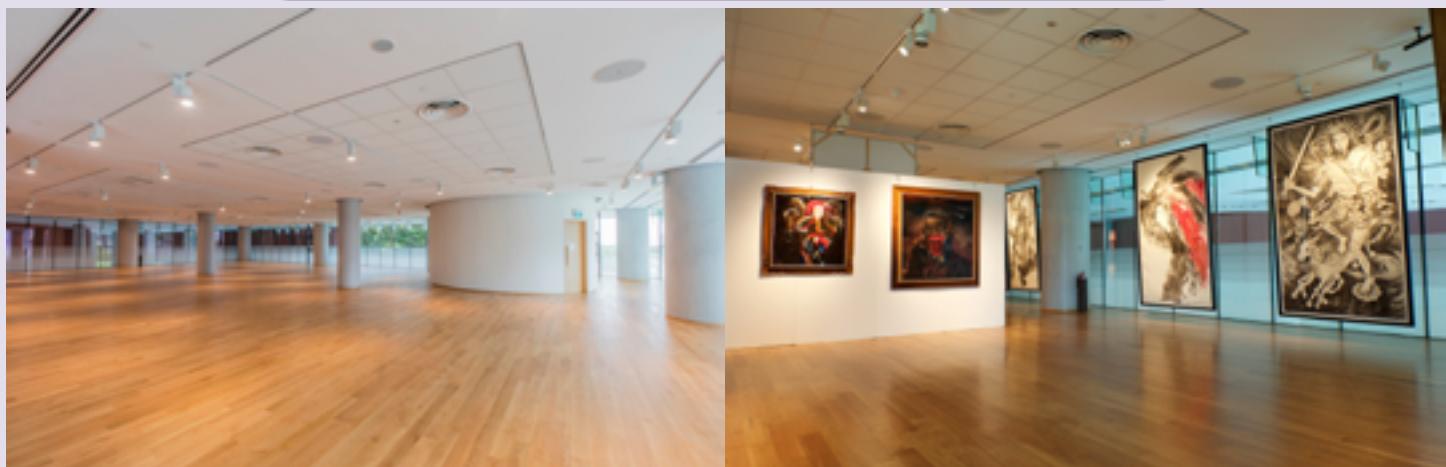
(Concessionary rates available for Non-Profit Arts & Cultural Groups. For more details, please email to venue-management@singaporeccc.org.sg)

Item	Rate
<u>Staging / Logistics*</u> Stage modules (6ft x 8ft) Rectangular tables (without linen) Banquet chairs (without seat covers) Additional plastic chairs Cocktail tables	\$150/unit/day \$15/unit/day \$5/unit/day \$1.50/unit/day \$30/unit/day
<u>Sound*</u> Portable sound system (Mixer, CD player, one pair of speakers, 1 wireless handheld microphone and 1 wireless clip-on microphone)	\$300 per 4-hour block
Additional wireless handheld microphones	\$50/unit/day
<u>Manpower (minimum 4 hours)</u> Additional technician 0800-2300hrs Additional technician 2300-0800hrs Usher Transport claim for work between 2300-0800hrs	\$20/pax/hour \$30/pax/hour \$13/pax/hour \$30/pax

* Subject to availability and maximum units each facility can support.

Kwan Im Thong Hood Cho Temple Gallery, Level 2

观音堂佛祖庙展览厅，二楼



Area: 450 m²

Capacity: 200 pax

Package	4 hours block	Additional hour or part thereof
Event	\$500.00	\$150.00
Bump-in & Bump-out / Setup / Rehearsal / Teardown	\$200.00	\$50.00

Inclusive items:

- 1 technician
- Portable sound system (Mixer, CD player, one pair of speakers, 1 wireless handheld microphone and 1 wireless clip-on microphone) for opening night
- 1 registration table with 2 chairs
- 20 exhibition panels
- Cleaning service
- Security service

Additional optional items

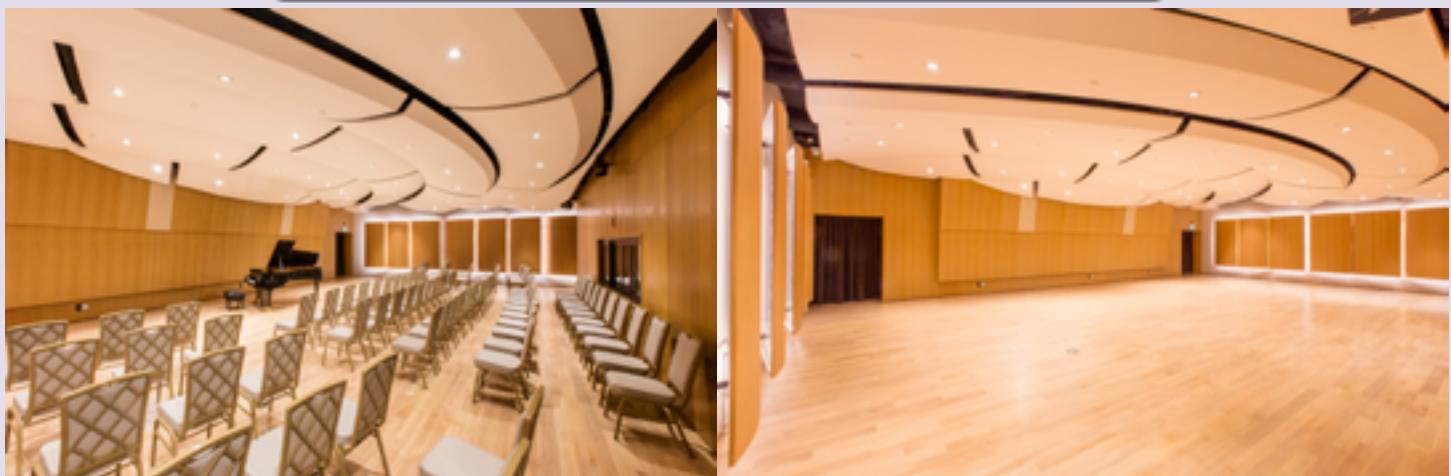
(Concessionary rates available for Non-Profit Arts & Cultural Groups. For more details, please email to venue-management@singaporeccc.org.sg)

Item	Rate
Staging / Logistics*	
Stage modules (6ft x 8ft)	\$150/unit/day
Rostrum with one microphone	\$150/unit/day
Rectangular tables (without linen)	\$15/unit/day
Banquet chairs (without seat covers)	\$5/unit/day
Cocktail tables	\$30/unit/day
Projection system x 1 unit (with projector screen)	\$160 per 4-hour block
Sound*	
Additional wireless handheld microphones	\$50/unit/day
Manpower (minimum 4 hours)	
Additional technician 0800-2300hrs	\$20/pax/hour
Additional technician 2300-0800hrs	\$30/pax/hour
Usher	\$13/pax/hour
Transport claim for work between 2300-0800hrs	\$30/pax

* Subject to availability and maximum units each facility can support.

Zhong Sheng Jian Recital Studio, Level 6

钟声坚演奏室，六楼



Area: 280 m²

Capacity: 150 pax

Package	4 hours block	Additional hour or part thereof
Event	\$500.00	\$150.00
Bump-in & Bump-out / Setup / Rehearsal / Teardown	\$200.00	\$50.00

Inclusive items:

- Basic sound & lighting equipment (as per Technical Brief)
- Up to 2 wireless handheld microphones
- Projection system x 1 unit (with projector screen)
- Up to 150 banquet chairs (without seat covers)
- Up to 50 music stands
- 1 registration table with 2 chairs
- LED TV monitor at foyer area
- Dressing rooms
- 1 technician
- Up to 2 ushers (for Event)
- Cleaning service
- Security service

Additional optional items

(Concessionary rates available for Non-Profit Arts & Cultural Groups. For more details, please email to venue-management@singaporeccc.org.sg)

Item	Rate
Staging / Logistics* Stage risers (4ft x 8ft) Rostrum with one microphone Rectangular tables (without linen)	\$110/unit/day \$150/unit/day \$15/unit/day
Sound* Steinway C Grand Piano Piano tuning by SCCC's appointed agent Additional wireless handheld microphones	\$500/day \$250/tuning \$50/unit/day
Manpower (minimum 4 hours) Additional technician 0800-2300hrs Additional technician 2300-0800hrs Additional usher Transport claim for work between 2300-0800hrs	\$20/pax/hour \$30/pax/hour \$13/pax/hour \$30/pax

* Subject to availability and maximum units each facility can support.

Resource Centre, Level 6

资料中心，六楼



Area: 200 m²



Capacity: 100 pax

Package	4 hours block	Additional hour or part thereof
Event	\$250.00	\$65.00

Inclusive items:

- Portable sound system (mixer, CD player, one pair of speakers, 1 wireless handheld microphone and 1 wireless clip-on microphone)
- Projection system x 1 unit (with projector screen)
- Up to 80 banquet chairs (without seat covers)
- 1 registration table with 2 chairs
- LED TV monitor at Viewing Room

- 1 technician
- Cleaning service
- Security service

Additional optional items

(Concessionary rates available for Non-Profit Arts & Cultural Groups. For more details, please email to venue-management@singaporeccc.org.sg)

Item	Rate
<u>Staging / Logistics*</u> Stage risers (4ft x 8ft) Rostrum with one microphone Rectangular tables (without linen) Additional banquet chairs (without seat covers) Cocktail tables	
<u>Sound*</u> Additional wireless handheld microphones	\$50/unit/day
<u>Manpower (minimum 4 hours)</u> Additional technician 0800-2300hrs Additional technician 2300-0800hrs Usher Transport claim for work between 2300-0800hrs	\$20/pax/hour \$30/pax/hour \$13/pax/hour \$30/pax

* Subject to availability and maximum units each facility can support.

SCCCI Multi-Purpose Hall, Level 7

中华总商会多功能礼堂，七楼



Area: 1,680 m²

Capacity: 600 pax (Banquet) • 600 pax (Theatre) • 300 pax (Classroom)

Package	4 hours block	Additional hour or part thereof
Event	\$2,100.00	\$550.00
Bump-in & Bump-out / Setup / Rehearsal / Teardown	\$900.00	\$250.00
Refuse disposal fee (with catering)	\$300.00 (per day)	
Dark Day	\$900.00 (per day)	

Inclusive items:

- Up to 50 banquet tables with lazy susan or 100 rectangular tables (without table linen)
- Up to 600 banquet chairs (without seat covers)
- Basic sound & lighting equipment (as per Technical Brief)
- Up to 4 wireless handheld microphones
- Projection system x 3 units (with projector screens)
- 2 registration tables with 4 chairs
- LED TV monitor at foyer area
- Holding room

- Up to 2 technicians
- Up to 2 ushers (for Event)
- Cleaning service
- Security service

Additional optional items

(Concessionary rates available for Non-Profit Arts & Cultural Groups. For more details, please email to venue-management@singaporeccc.org.sg)

Item	Rate
Staging / Logistics*	
Stage modules (6ft x 8ft)	\$150/unit/day
Cocktail tables	\$30/unit/day
Additional banquet tables with lazy susan (without table linen)	\$30/unit/day
Additional banquet chairs (without seat covers)	\$5/unit/day
Additional rectangular tables (without table linen)	\$15/unit/day
Manpower (minimum 4 hours)	
Additional technician 0800-2300hrs	\$20/pax/hour
Additional technician 2300-0800hrs	\$30/pax/hour
Additional usher	\$13/pax/hour
Transport claim for work between 2300-0800hrs	\$30/pax

* Subject to availability and maximum units each facility can support.

Far East Organization Auditorium, Level 9

远东机构表演厅，九楼



Area: 1,850 m²

Capacity: 533 pax

Package	4 hours block	Additional hour or part thereof
Event	\$2,500.00	\$650.00
Bump-in & Bump-out / Setup / Rehearsal / Teardown	\$1,500.00	\$400.00
Dark Day	\$1,500.00 (per day)	

Inclusive items:

- Basic sound & lighting equipment (as per Technical Brief)
- Up to 4 wireless handheld microphones
- Projection system x 2 units (with projector screen)
- 4 LED TV monitors at audience area
- Rostrum with one microphone
- 2 registration tables with 4 chairs
- LED TV monitor at foyer area
- Dressing rooms at Level 10 (one floor above Auditorium)
- Up to 3 technicians
- Up to 8 ushers (for Event)
- Cleaning service
- Security service

Additional optional items

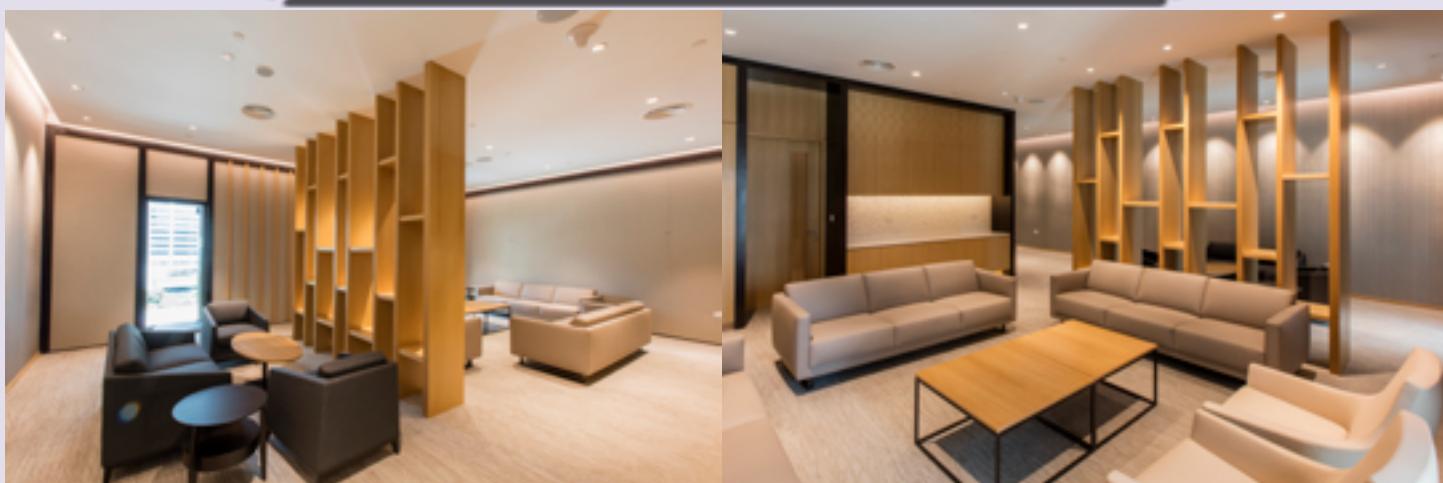
(Concessionary rates available for Non-Profit Arts & Cultural Groups. For more details, please email to venue-management@singaporeccc.org.sg)

Item	Rate
Staging*	
Stage risers (4ft x 8ft)	\$110/unit/day
Choral risers	\$100/unit/day
Acoustic panels	\$200/day
Cocktail tables	\$30/unit/day
Dance mats	\$950/day and \$300/day for subsequent days
Orchestra chairs	\$15/unit/day
Sound*	
Steinway D Grand Piano	\$650/day
Piano tuning by SCCC's appointed agent	\$250/tuning
Additional wireless handheld microphones	\$50/unit/day
Foldback speakers	\$150/pair/day
Lighting*	
Followspot (excludes operator)	\$200/unit/day
Manpower (minimum 4 hours)	
Additional technician 0800-2300hrs	\$20/pax/hour
Additional technician 2300-0800hrs	\$30/pax/hour
Additional usher	\$13/pax/hour
Transport claim for work between 2300-0800hrs	\$30/pax

* Subject to availability and maximum units each facility can support.

VIP Lounge, Level 9

贵宾室，九楼



Area: 80 m²

Capacity: 20 pax

Package	4 hours block	Additional hour or part thereof
Event	\$150.00	\$50.00

Inclusive items:

- Cleaning service

Additional optional items

(Concessionary rates available for Non-Profit Arts & Cultural Groups. For more details, please email to venue-management@singaporeccc.org.sg)

Item	Rate
Logistics* Rectangular tables (without linen) Banquet chairs (without seat covers) Cocktail tables	\$15/unit/day \$5/unit/day \$30/unit/day

* Subject to availability and maximum units each facility can support.

Practice Room, Level 10

排练室，十楼



Area: 87 m²

Capacity: 20 pax

Package	4 hours block	Additional hour or part thereof
Event	\$250.00	\$75.00

Inclusive items:

- Dance mats
- 1 registration table with 2 chairs
- Cleaning service

Additional optional items

(Concessionary rates available for Non-Profit Arts & Cultural Groups. For more details, please email to venue-management@singaporeccc.org.sg)

Item	Rate
<u>Staging / Logistics*</u> Rectangular tables (without linen) Banquet chairs (without seat covers) Cocktail tables Projection system x 1 unit (with projector screen)	\$15/unit/day \$5/unit/day \$30/unit/day \$160 per 4-hour block
<u>Sound*</u> Portable sound system (Mixer, CD player, one pair of speakers, 1 wireless handheld microphone and 1 wireless clip-on microphone) Additional wireless handheld microphones	\$300 per 4-hour block \$50/unit/day
<u>Manpower (minimum 4 hours)</u> Technician 0800-2300hrs Technician 2300-0800hrs Usher Transport claim for work between 2300-0800hrs	\$20/pax/hour \$30/pax/hour \$13/pax/hour \$30/pax

* Subject to availability and maximum units each facility can support.

Board Room, Level 11

董事会议室, 十一楼



Area: 140 m²

Capacity: 50 pax

Package	4 hours block	Additional hour or part thereof
Event	\$250.00	\$75.00

Inclusive items:

- Basic sound system
- Projection system x 2 units (with projector screens)
- 1 registration table with 2 chairs
- Cleaning service

Additional optional items

(Concessionary rates available for Non-Profit Arts & Cultural Groups. For more details, please email to venue-management@singaporeccc.org.sg)

Item	Rate
Sound* Video conferencing facilities	\$300 per 4-hour block
Manpower (minimum 4 hours) Technician 0800-2300hrs Technician 2300-0800hrs Usher Transport claim for work between 2300-0800hrs	\$20/pax/hour \$30/pax/hour \$13/pax/hour \$30/pax

* Subject to availability and maximum units each facility can support.

Roof Garden, Rooftop

天台花园，顶楼天台



Area: 2,000 m²

Capacity: 480 pax

Package	4 hours block	Additional hour or part thereof
Event	\$750.00	\$250.00
Bump-in & Bump-out / Setup / Rehearsal / Teardown	\$300.00	\$75.00

Inclusive items:

- 1 technician
- 1 registration table with 2 chairs
- Cleaning service
- Security service

Additional optional items

(Concessionary rates available for Non-Profit Arts & Cultural Groups. For more details, please email to venue-management@singaporeccc.org.sg)

Item	Rate
Staging / Logistics* Rectangular tables (without linen) Banquet chairs (without seat covers) Plastic chairs Cocktail tables	\$15/unit/day \$5/unit/day \$1.50/unit/day \$30/unit/day
Sound* Portable sound system (mixer, CD player, one pair of speakers, 1 wireless handheld microphone and 1 wireless clip-on microphone)	\$300 per 4-hour block
Additional wireless handheld microphones	\$50/unit/day
Manpower (minimum 4 hours) Additional technician 0800-2300hrs Additional technician 2300-0800hrs Usher Transport claim for work between 2300-0800hrs	\$20/pax/hour \$30/pax/hour \$13/pax/hour \$30/pax

* Subject to availability and maximum units each facility can support.



Parking rates

Mondays to Fridays

7.00 am – 5.00 pm	\$2.25 per 30 mins
5.00 pm – 7.00 am (next day)	\$3.50 per entry

Saturdays, Sundays and Public Holidays

7.00 am – 7.00 am (next day)	\$3.50 per entry
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All rates are subject to 7% GST

新加坡华族文化中心
Singapore Chinese Cultural Centre

1 Straits Boulevard, Singapore 018906
Tel: 6812 7222 | Fax: 6812 7200
www.singaporeccc.org.sg